USER MANUAL

(This is also available in the application in the dropdown help menu

(Edit 3 29th May 2015)

WELCOME TO DAD

USER INSTRUCTIONS

Contents

Basics Function:

How To Use DAD (The Application)

Create A Class

Create Student Profile

Import An Assessment Disk

The Assessment Process/Procedure

More Advanced Functions

Split Screen Compare and Contrast

Create Your Own Disks

IF YOU HAVE DIFFICULTIES EMAIL:

digitalassessmentdisks@gmail.com

FOR ASSISTANCE

BASIC FUNCTIONS:

Step 1: Refer to Help Button (It might assist to print The User Manual off to assist you through the DAD assessment procedure step by step process

Step 2: A Login enter the email that you pre-dominantly use

B Enter A Password

Step 3: Add New Class you will be prompted provide a title of your class/group E.G. “Coaching Rugby U16” or “English 3.9”

Step 4: To add A) Institutional and or B) Class logos (DAD logo is a default setting) to appear on the profile report. ALL logos should be imported on to the i-Pad that you are using. This is done by

ADD DESCRIPTION HERE

A) Institutional Logo (School/Club)	B) Class / Team Logo (Age Group)
1 Go to Setting	1 Open Class File
2 Click on Edit Profile	2 Open Gallery
3 Institute Profile	3 Click on the required Logo

Step 5: To Add New Student tap on add New Athlete Student Button

1 You need to add First Name, Last Name and as many biographical details as required (You can add at later date) Remember to save by scrolling down the profile before leaving the profile. Repeat the process until the whole class or group is completed. Photographs can be added, to assist with identification by using the camera or opening the gallery

Step 6: It is important that you select the require Assessment Disk/Sport

(you will only have access to those dependent on your administration access or how many disks you have purchased). There are number of folders (Academics (Including Physical Education, Sport/Games, Human Resource, Constructed Disks click on the one appropriate and the assessment disks will be added to the profile. Before leaving the page You MUST SAVE by scrolling down page and selecting SAVE

Step 7: To assess the student / pupil / athlete / coach / worker / click on their name

Step 8: The disks that are available to you will appear click on the one you want and the assessment disk will appear

Step 9: Touch screen the assessment / learning outcome so you can Determine/ report the appropriate level as observed

"Enthusiast"	**"Emerger"**
RED LEVEL 1	**DARK BLUE LEVEL 2**
"Evolver"	**"Expert"**
LIGHT BLUE LEVEL 3	**GREEN LEVEL 4**

Note each disk automatically provides an overall rating performance score

Step 10: You may also add your comment (no word limit)

Step 11: If you wish to view the profile tap on ASSESSED DATE

Here you can

1: View profile by tapping eye. From here you can print or share

2: Tap on pen to change disks

3: Print by tapping on print function symbol

4: Share with Parent Guardian other Assessment stakeholder or the assessed player/student enter the appropriate email address and the data will be sent to the desired recipient

Step 12: Repeat the process by tapping arrow on the top left hand corner

Step 13: The data is saved and can be viewed as required by going to email where PDF version will be available.

Step 14: If required a class attendance list can be generated by clicking on class attendance and recording attendance to absenses

MORE ADVANCED FUNCTIONS GUIDE

1 Compare and contrast split screen:

Step 1 Having completed the assessment 1st time the results will be stored and can be reviewed as required.

Step 2 If a 2nd assessment is required click on the assess again button and the assessment disks will appear. Repeat the assessment process and save.

Step 3 Once this has been done a compare function button will appear. Click on the and both assessment disks will appear facilitating compare and contrast.

Often the second disk will be completed after a period of intervention or learning so that first disk provides a benchmark and progress recorded.

The other rationale is to allow player student self/peer assessment

2 Construct your own disk

Step 1 In order to construct your own disk you need to go to setting and click on Add your own disk. You will be able to develop 10 of your own disks with no limit of frequency of use. (Price $25)

Step 2 Click on Customised Disk

Step 3 Add New Disks

Step 4 Give the Disk a title

Step 5 Determine the assessment category and then

Step 6 Add assessment criteria

Step 7 It is important to save before you close

Disks will be available for (1/2/3) months of construction but a renewable Licence $25 to be determined) will be required to enjoy continued use.

Additional disks can be constructed by repeating the process.

"Multiple Use Licences" are available for schools, clubs and organizations.

Should you require training or more information please contact DAD:

dad.director@gmail.com or digitalassessmentdisks@gmail.com

Not to appear in manual but pricing for Multiple Licenses

1-10 Users (Teacher/coaches assessors) $3,000

10-20 Users $5,000 20-50 Users $7,000 50-90 Users$ 15,000

100-200 Users $30,000 200 + Users $50,000 Plus plus $$$$$$

Licence required: In App Puchase,

Screen by Screen Procedure/Protocol Steps to Follow

(requires updating)

Step 1: Normal User 1. Login Section

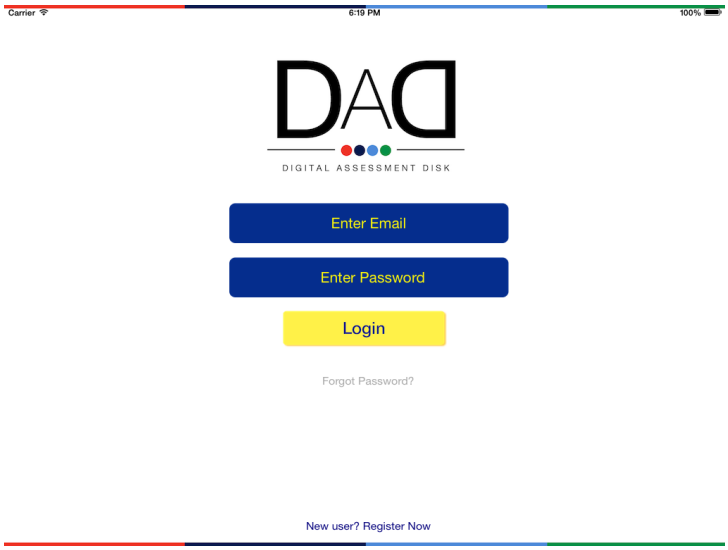

Fig: 1.1

Description: - Fig: 1.1 shows the Login Screen. Here user can login into the application with valid email and password. User can also use forgot password if he forgets his password. Multiple users can login and manage their data with the same iPad. New user can also register. Refer Fig 1.2.

Step 2. Registration Section

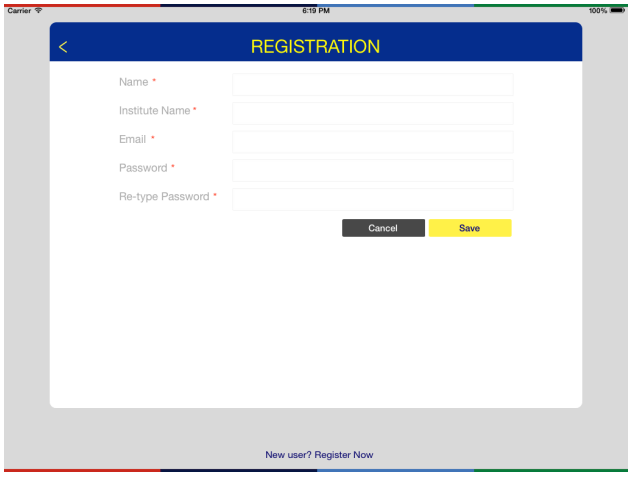

Fig: 2.1

Description: - Fig: 2.1 shows the Registration Screen. From here new user can register. But user can only login into the application after the account has been activated from the administrator. User will be notified with email once his account is activated.

Step 3. Class Section

Fig: 3.1

Description: - Fig: 3.1 shows the Class Screen. User can add, edit or delete any class from here.

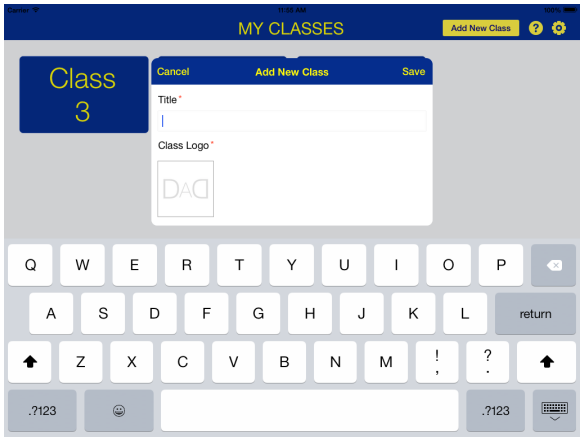

Fig: 3.2

Description: - Fig: 3.2 shows the Add New Class Screen. User can add new class from here by filling class name and class logo.

Fig: 3.3

Description: - Fig: 3.3 shows the Class Screen in edit mode. User can edit or delete any existing class after long pressing on any particular class. User can delete multiple classes but can edit only one class at a time. Refer Fig 3.4 and 3.5.

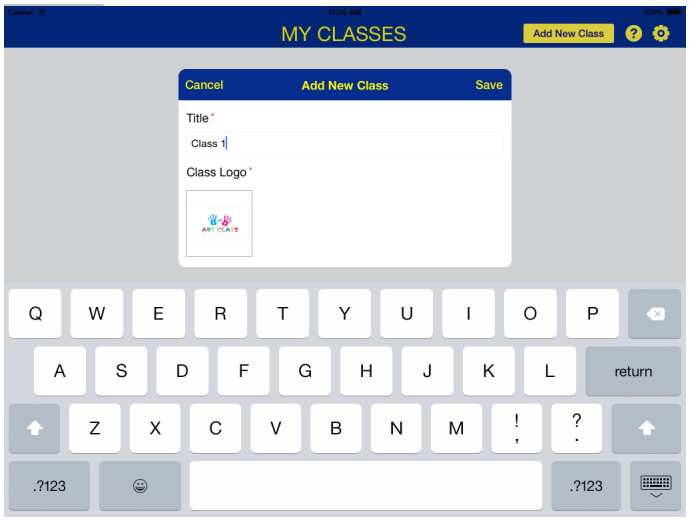

Fig: 3.4

Description: - Fig: 3.4 shows the Edit Class Screen. User can edit any existing class from here.

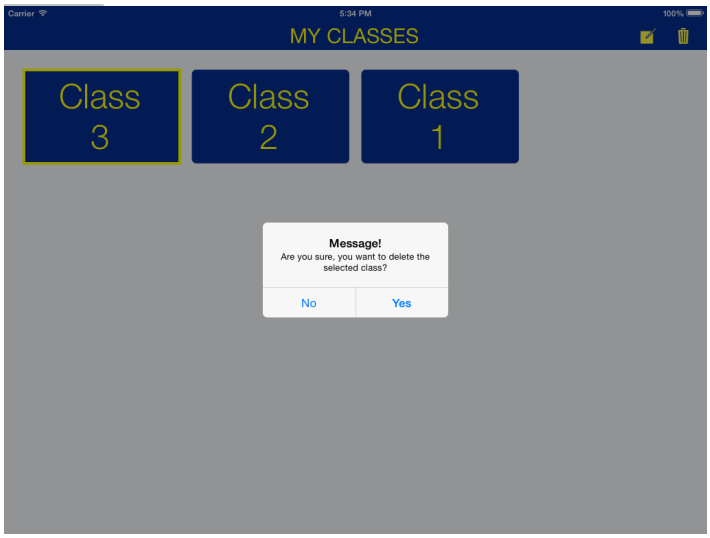

Fig: 3.5

Description: - Fig: 3.5 shows the Alert, which appears when user wants to delete any class.

Step 4. Settings Section

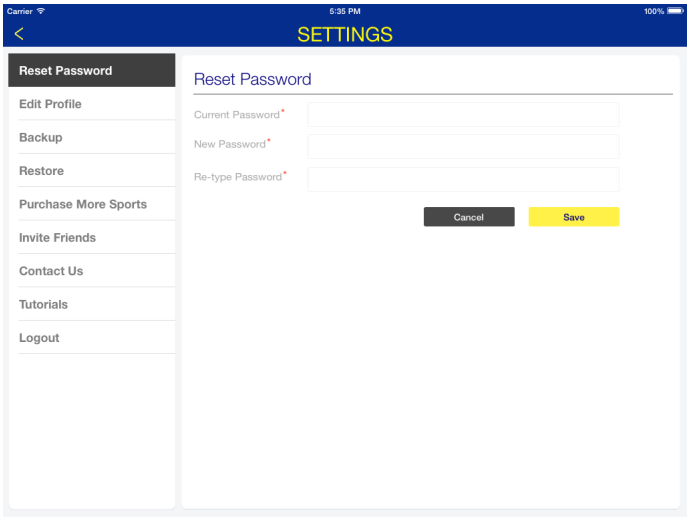

Fig: 4.1

Description: - Fig: 4.1 shows the Settings Screen. User can perform different settings from here. User can reset existing password from reset password option.

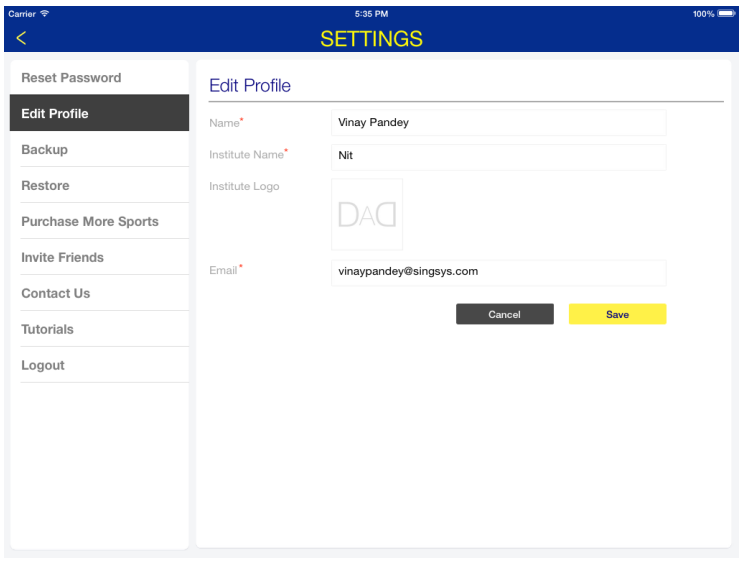

Fig: 4.2

Description: - Fig: 4.2 shows the Settings Screen. User can edit profile from here. User can also add institute logo from here.

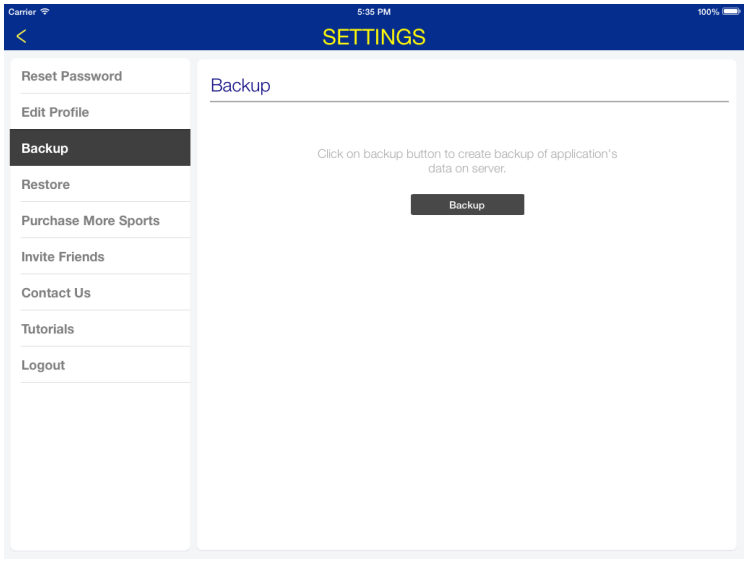

Fig: 4.3

Description: - Fig: 4.3 shows the Settings Screen. User can maintain the backup of current data and store it on server.

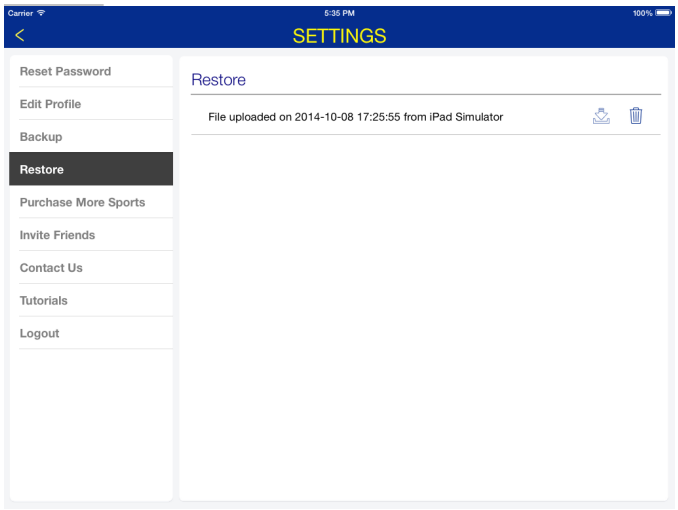

Fig: 4.4

Description: - Fig: 4.4 shows the Settings Screen. User can view all backups uploaded by him date wise. User can restore or delete any particular backup from here. User can also logout from the application on selecting logout option.

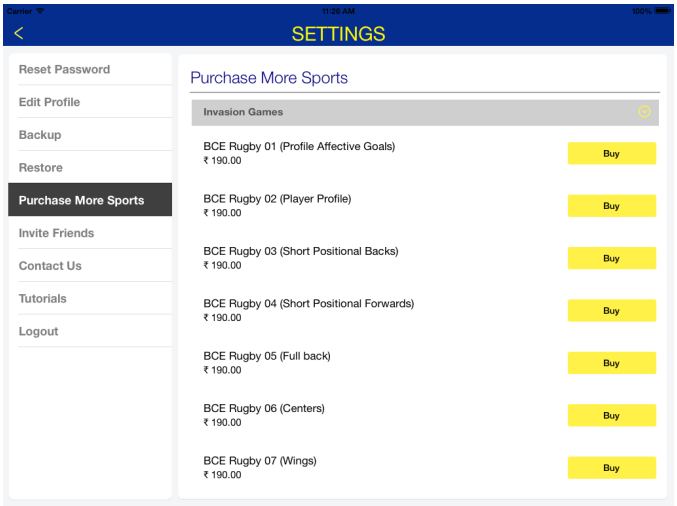

Fig: 4.5

Description: - Fig: 4.5 shows the Settings Screen. User can purchase new disk from here.

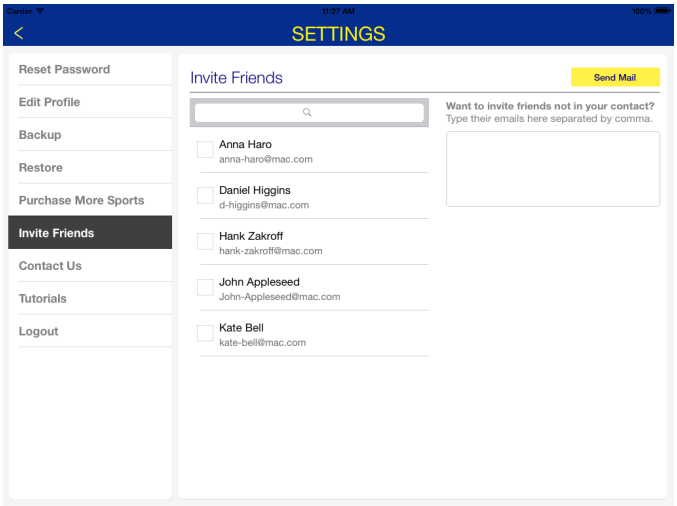

Fig: 4.6

Description: - Fig: 4.6 shows the Settings Screen. User can invite his/her friends to join DAD application. from here

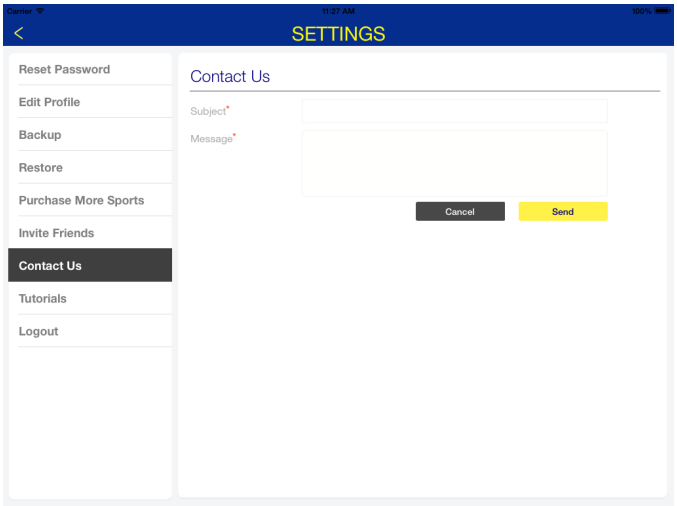

Fig: 4.7

Description: - Fig: 4.7 shows the Settings Screen. User can contact to DAD admin from here.

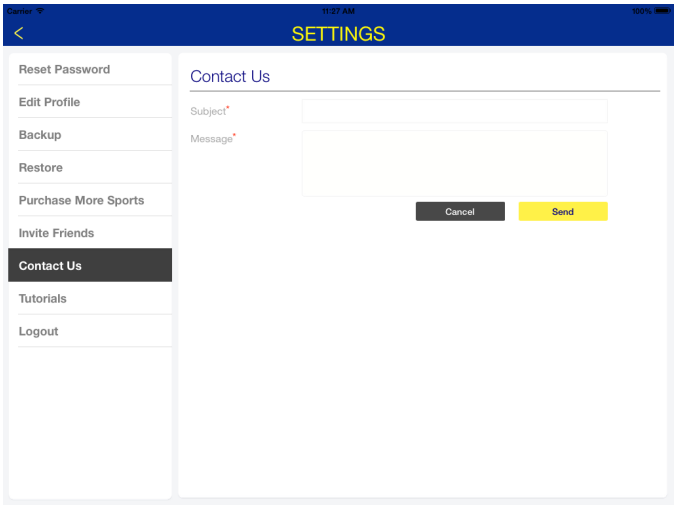

Fig: 4.8

Description: - Fig: 4.7 shows the Settings Screen. User can view the tutorial from here. Tutorial will provide brief idea about the flow of application.

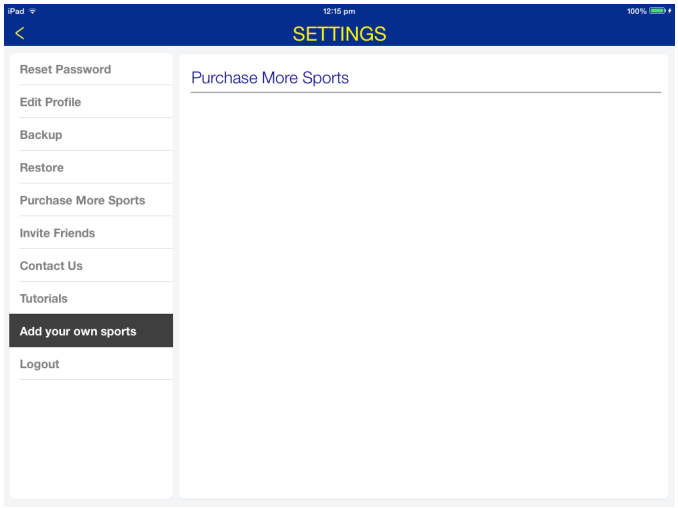

Fig: 4.9

Description: - Fig: 4.9 shows the Settings Screen. User can view Add your own sports option from where he has to choose customizable sports category .

Fig: 4.10

Description: - Fig: 4.10 shows the category screen. User to click on customizable sports option which will navigate to sports listing screen i.e Customizable sports.

Fig: 4.11

Description: - Fig: 4.11 shows the Customizable sports. Where user can choose the sport from listing or he/she can Add New sport from Add New Sport option from top right corner.

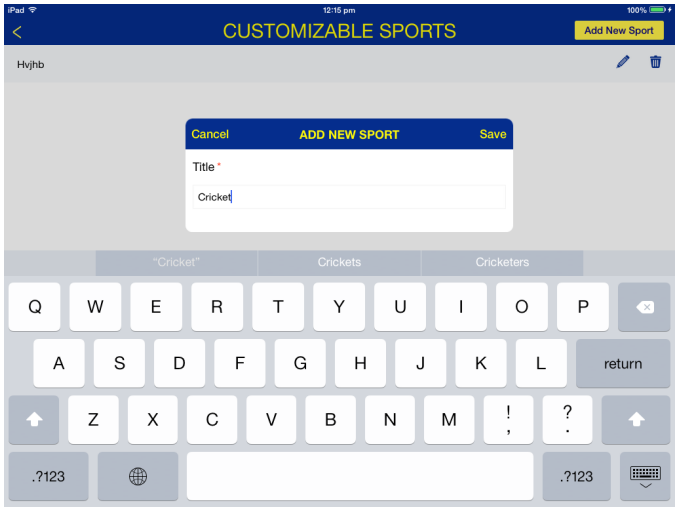

Fig: 4.12

Description: - Fig: 4.12 shows the Add New Sports in Customizable sports. Where user can add new sports.

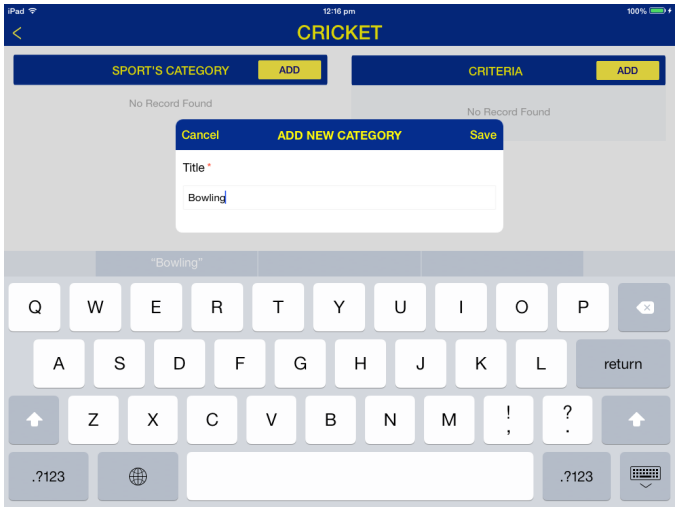

Fig: 4.13

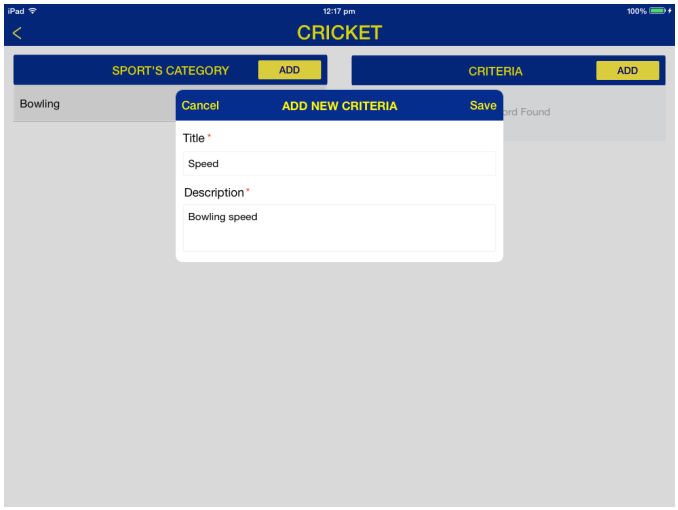

Fig: 4.14

Description: - Fig: 4.13 and Fig 4.14 shows the selected Sports category and Creiteria screen where user can view and can add Category and the criteria for that category.

Fig: 4.15

Description: - Fig: 4.15 shows the selected Sports category and Creiteria screen where user can also delete the category and criteria.

5. Dashboard Section

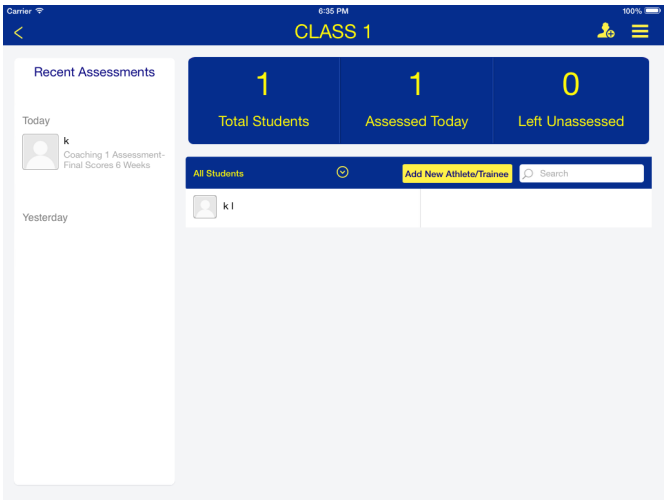

Fig: 5.1

Description: - Fig: 5.1 shows the Dashboard Screen. User can view the listing of all athlete/pupil and recently assessed athlete/pupil from here. User can also search particular athlete/pupil from here. User can also filter the list of athlete/pupil. Refer Fig 5.2.

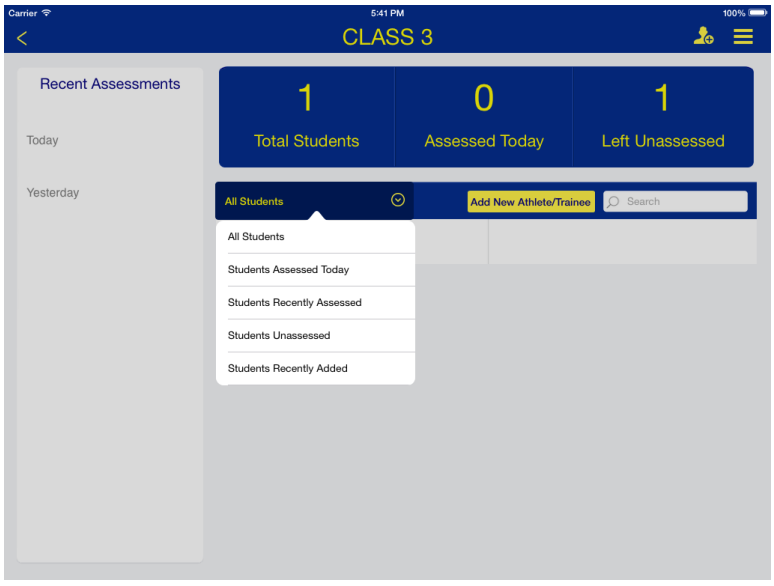

Fig: 5.2

Description: - Fig: 5.2 shows the Dashboard Screen. User can filter the list of athlete/pupil according to the options given in the pop up.

Step 6. Athlete/Pupil Management Section

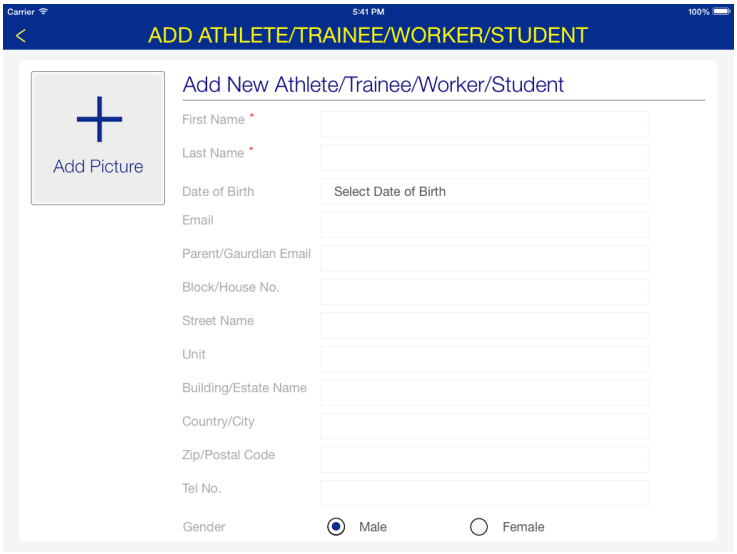

Fig: 6.1

Description: - Fig: 6.1 shows the Add New Athlete/Pupil Screen. User can add new athlete/pupil from here.

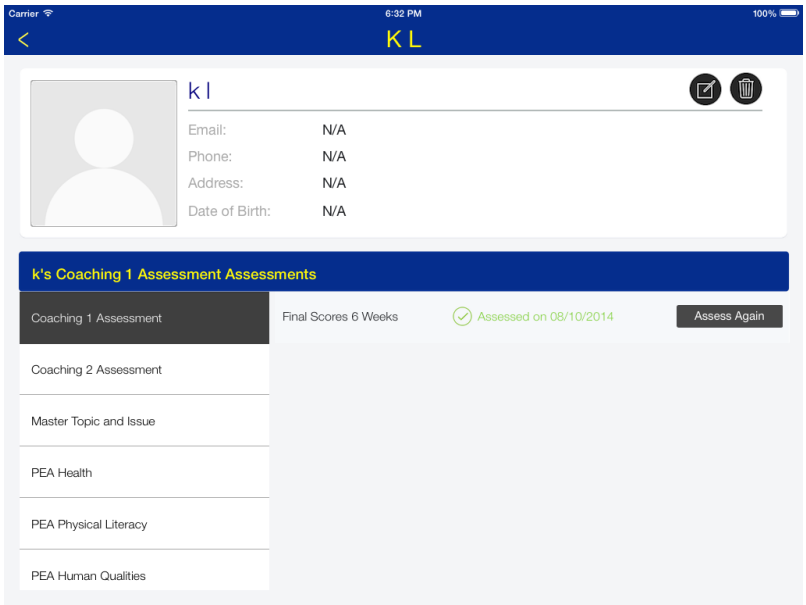

Fig: 6.2

Description: - Fig: 6.2 shows the Athlete/Pupil Detail Screen. User can edit or delete the details of existing student from here.

Step 7. Attendance Section

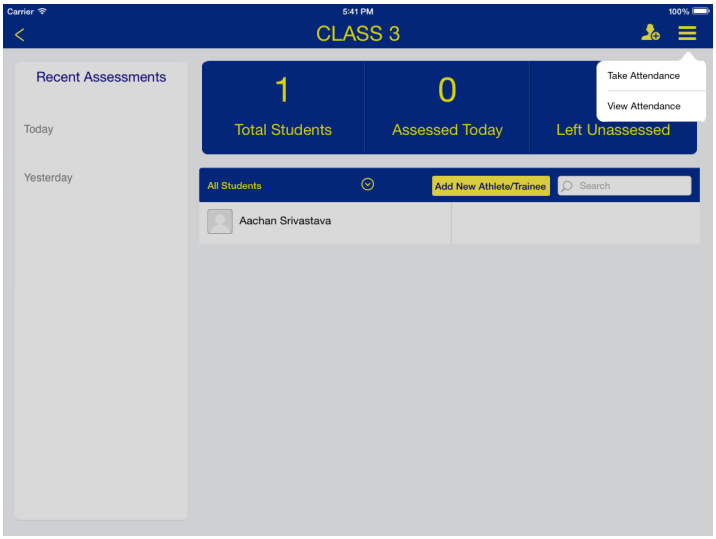

Fig: 7.1

Description: - Fig: 7.1 shows the Dashboard Screen with menu pop up. User can view or take attendance from here. Refer Fig 7.2 and Fig 7.3.

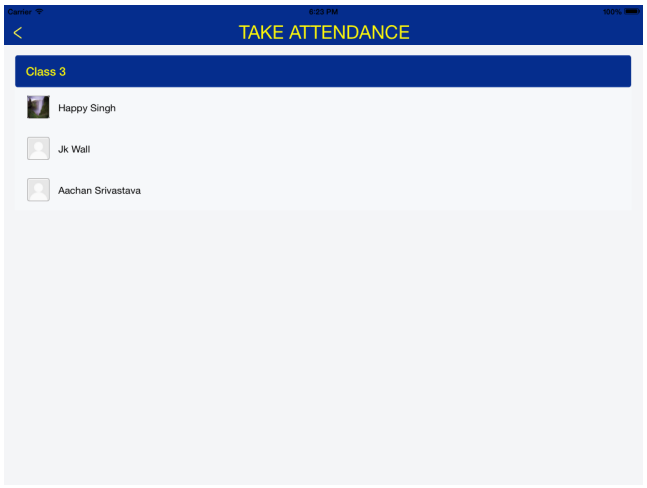

Fig: 7.2

Description: - Fig: 7.2 shows the Take Attendance Screen. User can take attendance from here by tapping on particular row.

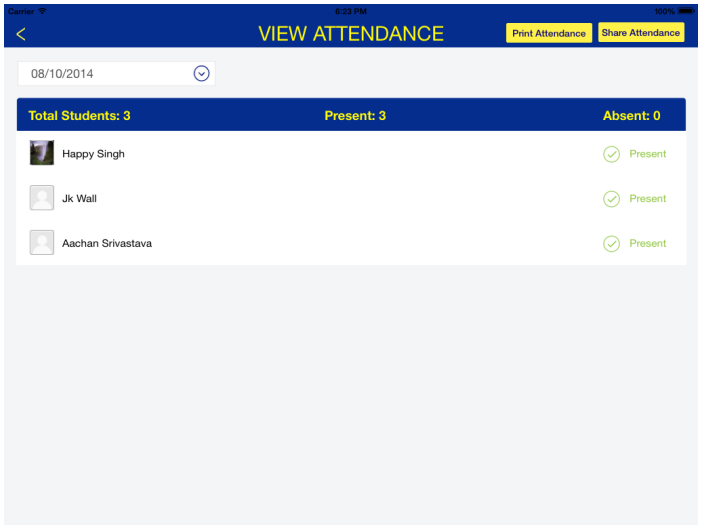

Fig: 7.3

Description: - Fig: 7.3 shows the View Attendance Screen. User can view attendance of particular date from here. User can also share the attendance in CSV form from here. Refer Fig 7.4.

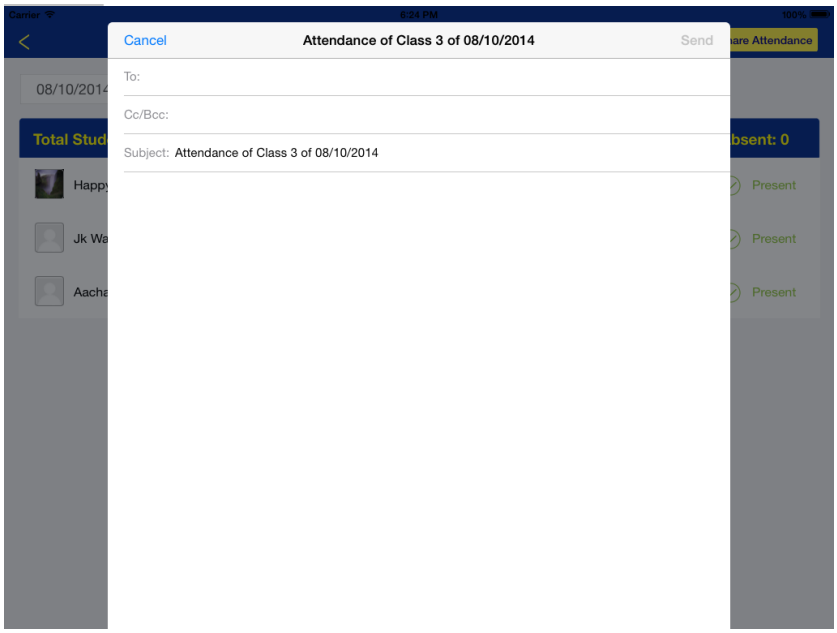

Fig: 7.4

Description: - Fig: 7.4 shows the Mail Composer Screen with attached attendance CSV. User can mail attendance CSV to any other user from here.

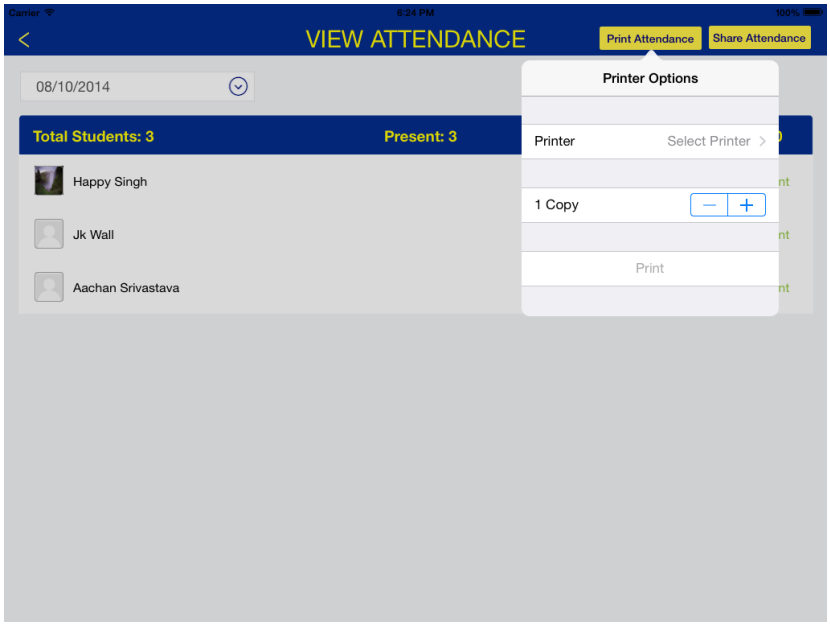

Fig: 7.5

Description: - Fig: 7.5 shows the Print pop up for printing the attendance for particular date.

Step 8. Assessment Section

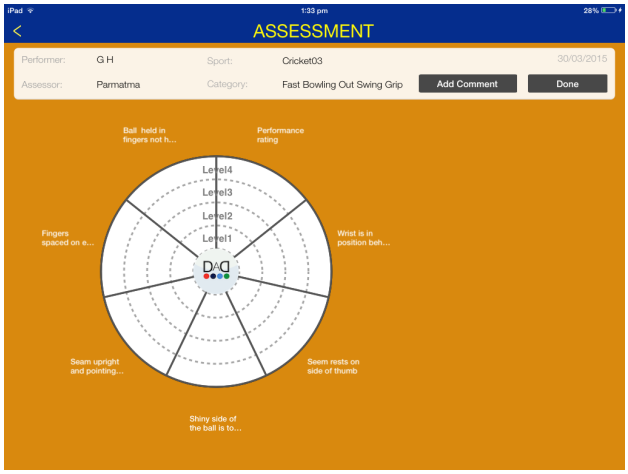

Fig: 8.1

Description: - Fig: 8.1 shows the Assessment Screen. User can give score on any assessment criteria by dragging on particular segment. User can view, edit or delete from assessment detail screen. Refer Fig 8.2.

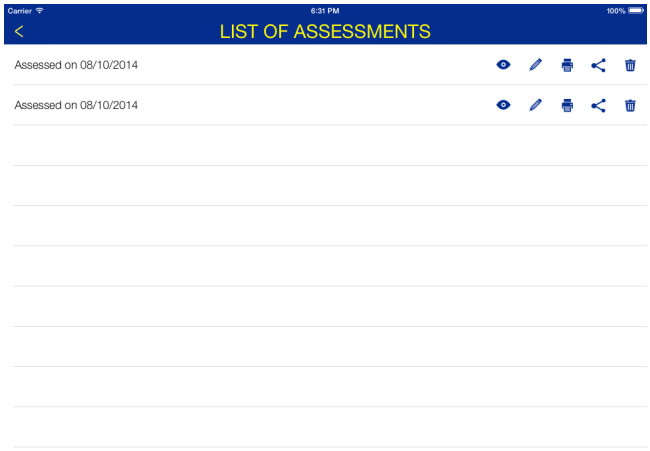

Fig: 8.2

Description: - Fig: 8.2 shows the Assessment Detail Screen. User can view, edit, print or delete any particular assessment. User can also share the assessment details from here.

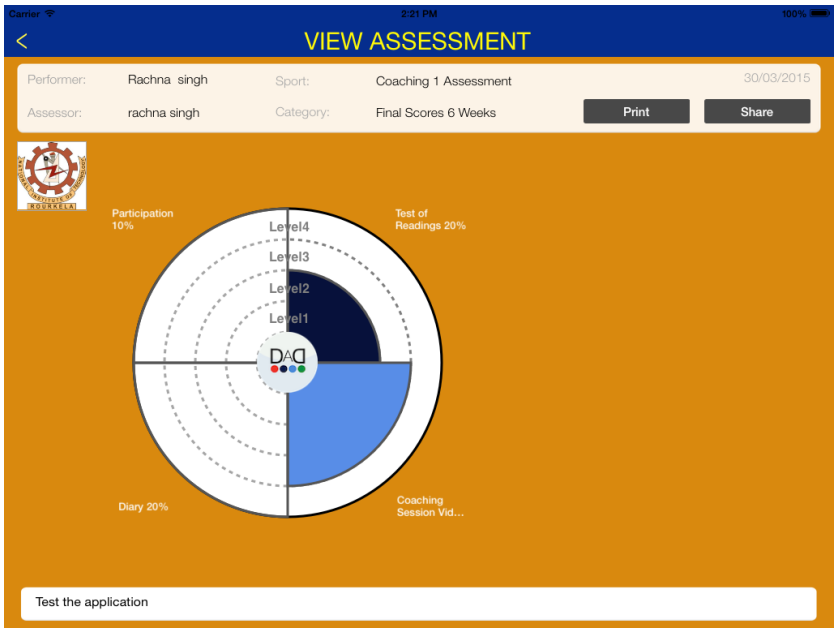

Fig: 8.3

Description: - Fig: 8.3 shows the View Assessment Screen. . User can print assessment from here User can also view any assessment and can also share that assessment in CSV and PDF form from here. Refer Fig 8.4.

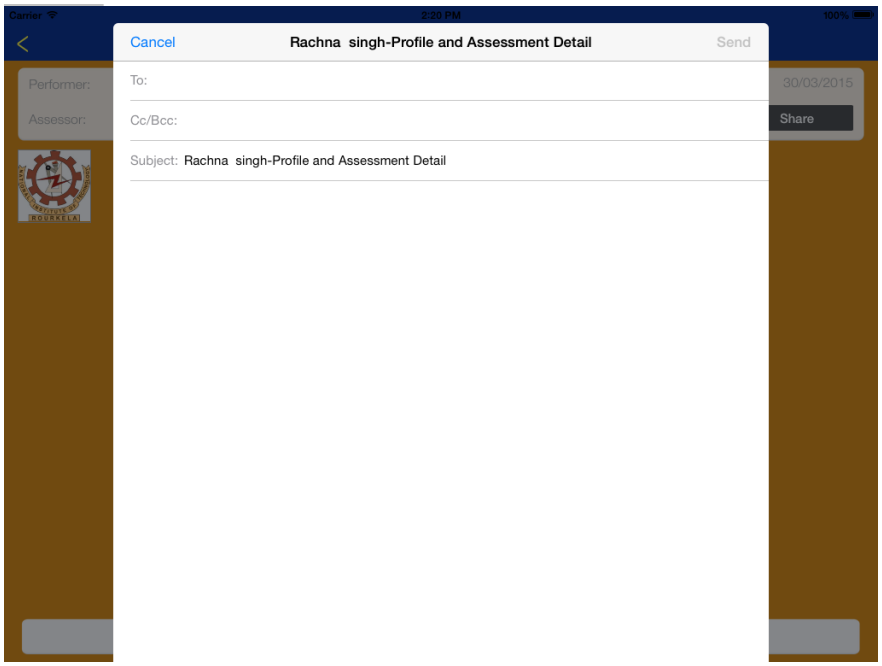

Fig: 8.4

Description: - Fig: 8.4 shows the Mail Composer Screen. User can share this assessment in CSV and PDF form from here.

More Here on CSV

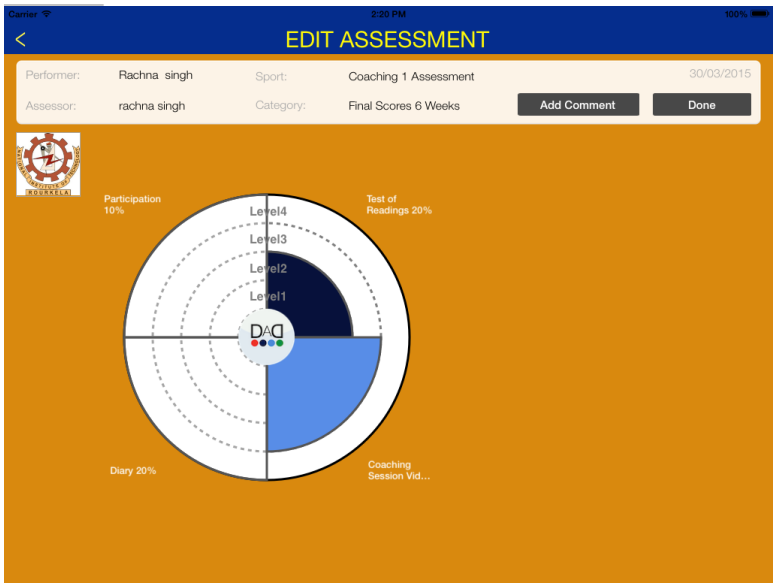

Fig: 8.5

Description: - Fig: 8.5 shows the Edit Assessment Screen. User can edit any particular assessment from here.

Step 9. User Tutorial Section

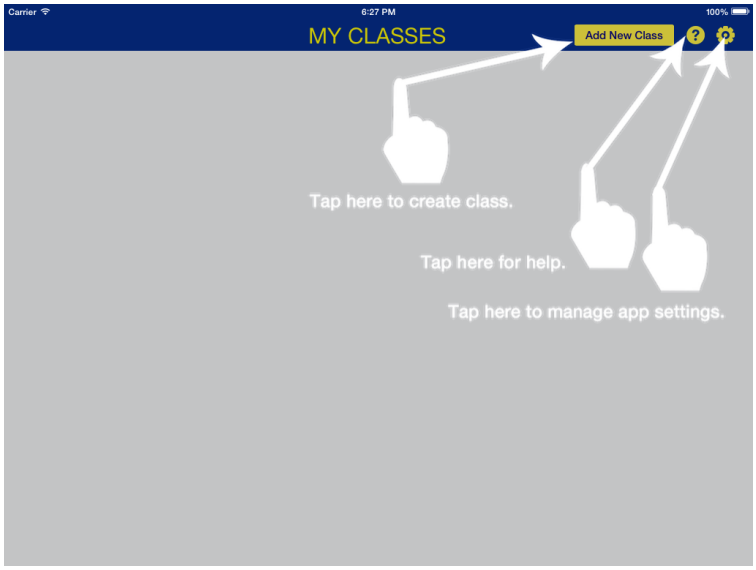

Fig: 9.1

Description: - Fig: 9.1 shows the User Tutorial Screen. This screen appears when user logins into the application for the first time.

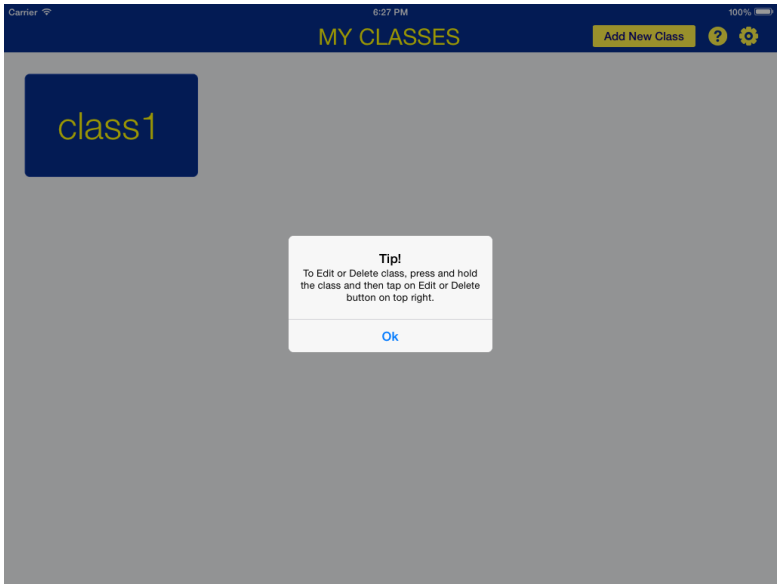

Fig: 9.2

Description: - Fig: 9.1 shows the User Tutorial Screen. This alert appears when user adds the class for the first time.

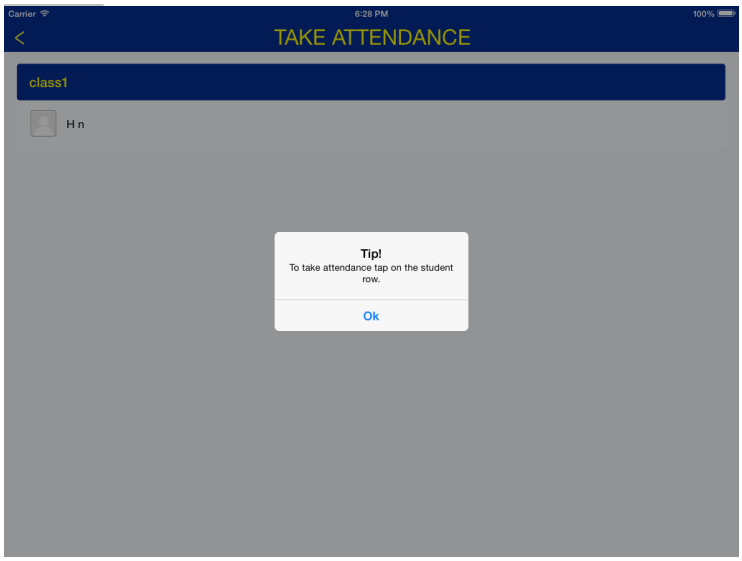

Fig: 9.3

Description: - Fig: 9.3 shows the User Tutorial Screen. This alert appears when user comes to the take attendance screen for the first time.

Attendance does not appear to be retained on repeated times?????

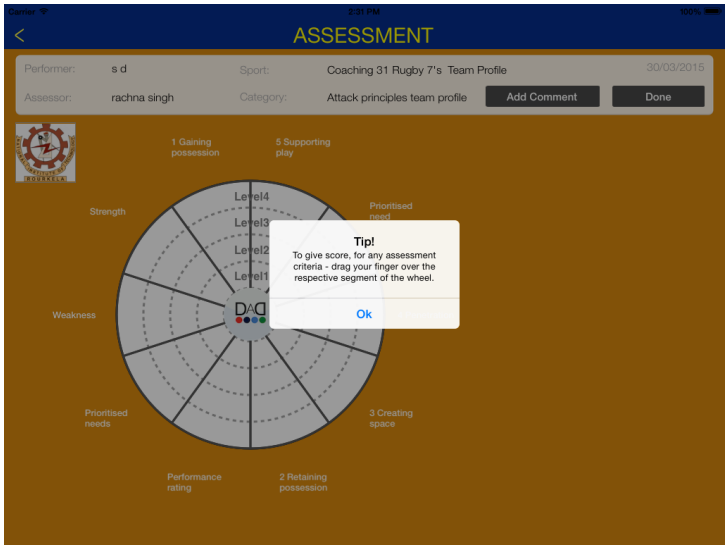

Fig: 9.4

Description: - Fig: 9.4 shows the User Tutorial Screen. This alert appears when user comes to the assessment screen for the first time.

Step 10. Disk Navigate/Update Section

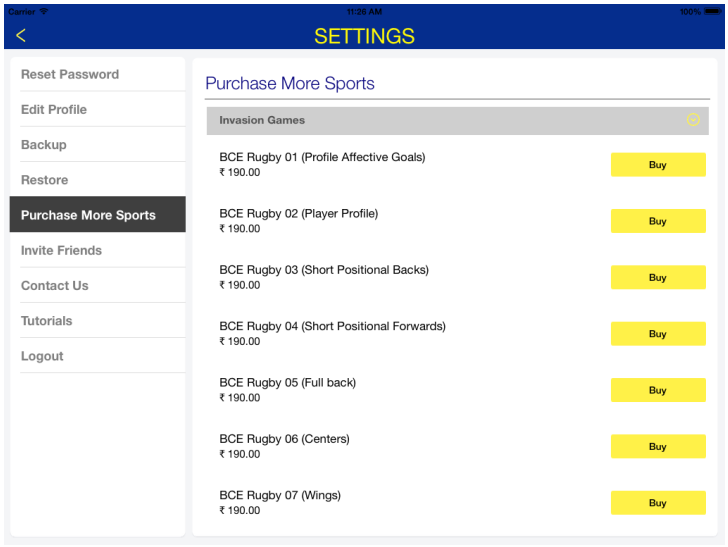

Fig: 10.1

Description: - Fig: 10.1 shows the Purchase More Sports Screen. User can purchase more disk from here. User needs to pay $2.99 for each purchase. To purchase disk user has to click on the buy button. On clicking on buy button user has to enter valid apple ID and password. After successful authentication user will be prompt for confirmation before purchase. Please refer to Fig 10.3. On clicking on buy button disk will be successfully added. Usage for this purchased disk is limited for 120 times. After when user has completed usage 120 times, user needs to update disk by purchasing it again.

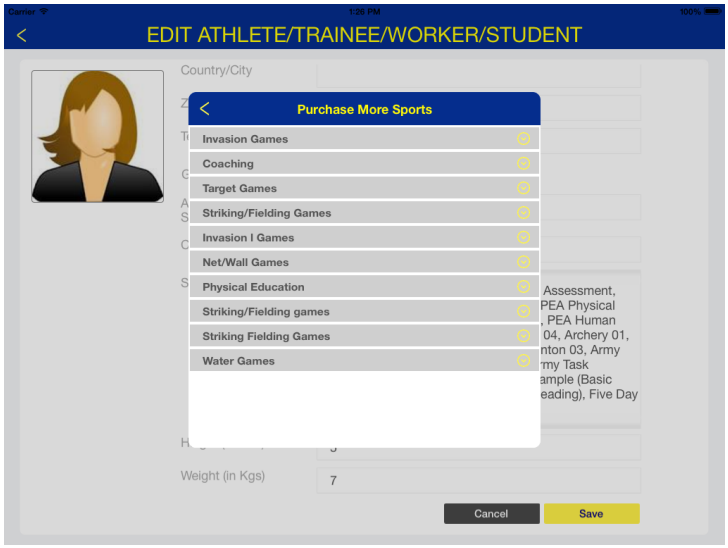

Fig: 10.2

Description: - Fig: 10.2 shows the Purchase More Sports Screen pop up. User can also purchase more disk from here.

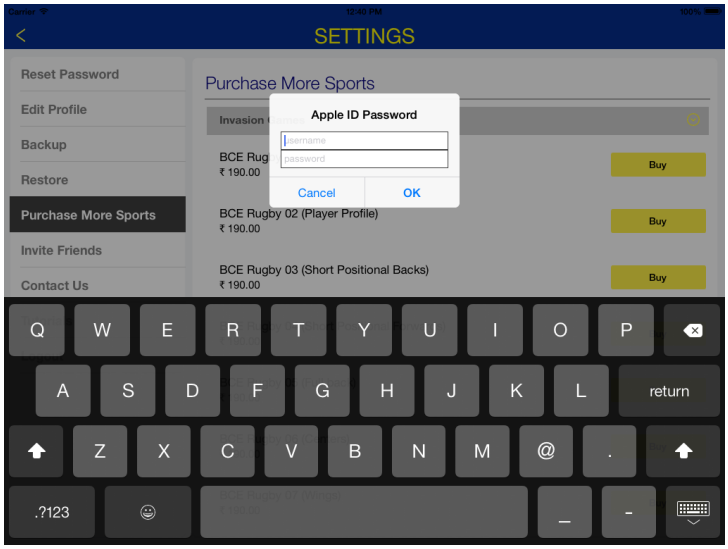

Fig: 10.3

Description: - Fig: 10.3 shows the Purchase More Sports Screen. After clicking on buy button user is prompt to enter apple ID and password.

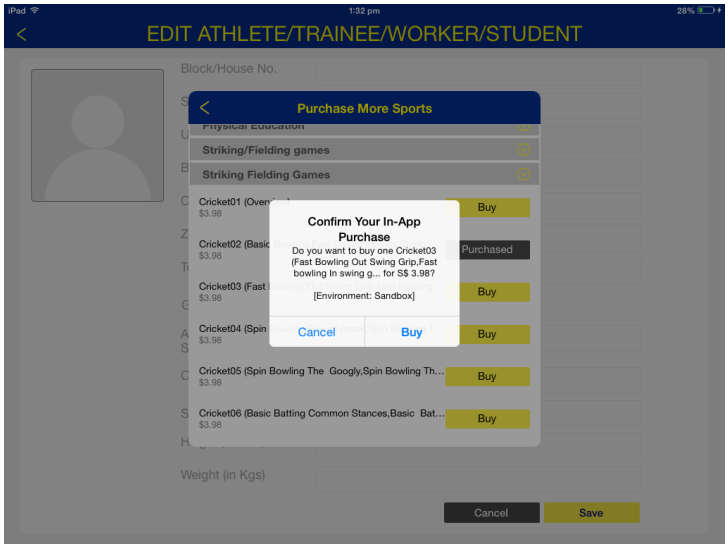

Fig: 10.4

Description: - Fig: 10.4 shows the Purchase More Sports Screen. After successful authentication from iTunes connects a confirmation alert appears asking user to buy disk.

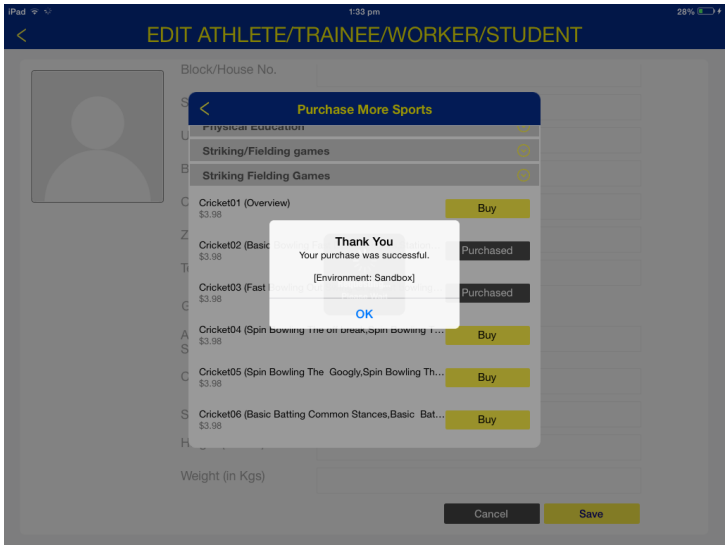

Fig: 10.5

Description: - Fig: 10.5 shows the Purchase More Sports Screen. After the purchase is successful thank you alert appears.

END OF NORMAL USER MANUAL

Please note:

Multiple Use Licenses are available

Should you required training for use of DAD or assistance wit construction disks can be provided;

In either case contact DAD at digitalassessmentdisks@gmail.com